

Grouping Request Form

(Read & complete all 5 steps)

Miami-Dade Property Appraisal Department
 Public Service Division
 111 NW 1st Street, Suite # 710
 Miami, FL 33128

Step 1

FOLIO(S)			
	<i>Real Estate Parcel Identification Number * If more than three folios attach list.</i>		
Address			
	(Provide multiple property addresses if assigned, indicating main property address)		

Step 2

Reason for grouping request: _____

Do any of the parcels have homestead exemption? Yes No If yes which parcel(s)? _____

Is any portion of property rented? Yes No If yes, explain: _____

Step 3

Notification

- Title to parcels / units must be in same ownership, and all taxes due must be paid prior to grouping.
- If one parcel is currently receiving homestead exemption, property owner must file a homestead application to add new lands to the original parcel; therefore the first year in which the legal descriptions are combined will constitute the base year for the new lands. The deadline to file a timely application is March 1st.
- If subject is a condominium, owner must submit a letter from the Condominium Association acknowledging owner's grouping request and property's physical status as one living unit. Must provide main entrance unit number and total bed/bath count and submit floor plans or design reflecting current physical changes (if available).
- The Property Appraiser may request a homestead affidavit be filed if parcel(s) have two or more dwellings / living units. Condominium units must be physically joining. Each parcel should be in same municipality, and contiguous.
- The Property Appraiser reserves the right to investigate and inspect the premises to confirm its status as a single property living unit. If property is mortgaged; property owner must notify all mortgagees associated with the properties listed above. Once the requested information has been provided to our office it will be subject to review. Owner acknowledges conditions of grouping and includes it with grouping request. Meeting the above conditions does not imply approval of groupings.

Step 4

*** Current owner(s) of record or their attorney (with a power of attorney) must sign request & have form notarized below.**

Signature: _____	Date: ____/____/____
Print Name /Title : _____	Tele.No. _____

Step 5

The foregoing instrument was acknowledged this _____ day of _____, 200__ by _____, who is personally known to me or has provided _____ as identification and who did/did not take an oath.

Office Use Only: Check box below if attached

Review For Tax Year: _____

Homestead Application: Letter from Homeowner's Assoc.:

Letter from Owner: Floor plan or design Other: _____

 Notary Public
 State of Florida
 Print name:
